



23<sup>rd</sup> June 2015

**Published Call for Quotations – QMFA 042/2015**

**CLOSING DATE: Thursday 9<sup>th</sup> July, 2015 at 10:00 hours**

***NOTE: It is within your Interest to READ the whole of this document  
When submitting offers by email,  
please include the above QMFA reference and Name of Call in the subject field.***

The Ministry for Foreign Affairs needs the following item/s:

**Supply and Delivery of Republic of Malta Desk Flags  
at the Ministry for Foreign Affairs**

**Section A: Instructions to Tenderers:****1. General Instructions**

1.1 In submitting a quotation, the bidder accepts in full and in its entirety, the content of this quotation document, including subsequent Clarifications issued by the Ministry for Foreign Affairs (MFA) whatever the bidder's own corresponding conditions may be, which he hereby waives. Bidders are expected to examine carefully and comply with all instructions, forms, contract provisions and specifications contained in this call document.

No account can be taken of any reservation in the quotation as regards the quotation document; any disagreement, contradiction, alteration or deviation shall lead to the quotations offer not being considered any further.

1.2 The subject of this Published Call for Quotations is to obtain prices for the supply and delivery of **fifty (50) Republic of Malta Desk Flags** as set out in the attached financial offer. The flags should be compliant with Annex I: *Technical Specifications for Car and Desk Flags* and Annex II: *Graphical Specifications for the National Flag of Malta* of this section.

1.3 The place of acceptance of the supplies shall be as indicated in Clause 10 below, the time-limits for delivery of flags items shall be within three weeks from notification to the selected supplier.

**2. Criteria for Award**

2.1 The sole award criterion will be the price per unit as indicated in the financial offer. MFA will request deliveries of these items which in its opinion are the cheapest quoted.

**3. Offer Expenses**

3.1 The tenderer will bear all costs associated with the preparation and submission of the offer.

3.2 The Contracting Authority will neither be responsible for, nor cover, any expenses or losses incurred by the tenderer through samples or any other aspect of the offer.

**4. Sample(s)**

4.1 Samples are to be included with the quote offer being submitted:

- A minimum of one (1) sample of the Republic of Malta desk flag is to be delivered in a sealed envelope together with the offer;
- Unlabelled Samples will not be considered;
- Samples are submitted without any commitment on behalf of the government;
- Samples may be tested to assess compliance to our specifications, quality and functionality. No compensation (financial or otherwise) is given for tested samples;
- Quotation received will not be considered unless samples are submitted on time as requested;
- Samples originating from the bidder whose offer is successful shall be retained in the Procurement file by the Ministry;
- Samples originating from bidders whose offer was unsuccessful, shall be requested to collect their samples within ten (10) working days after which the samples may be disposed of.

4.2 Samples are to be accompanied by technical specifications of the offer being submitted in English or Maltese language.

**5. Clarification Notes Concerning the Published Call for Quotations Documents**

5.1 Tenderers may submit questions in writing to the Contracting Authority through: sending an email to [procurement.mfa@gov.mt](mailto:procurement.mfa@gov.mt) up to 8 calendar days before the deadline for submission of tenders. The Contracting Authority must reply to all tenderers' questions, and amend the tender documents by publishing clarification notes, up to at least 4 calendar days before the deadline for submission of tenders.

5.2 Questions and answers, and alterations to the tender document will be published as a clarification note on the website of the Ministry for Foreign Affairs (<http://foreignaffairs.gov.mt/en/Pages/Tenders.aspx>) within the respective call's subheading. Clarification notes will constitute an integral part of the tender documentation, and it is the responsibility of tenderers to visit this website and be aware of the latest information published online prior to submitting their Tender.

5.3 The Contracting Authority may, at its own discretion, as necessary and in accordance with Clause 5, extend the deadline for submission of tenders to give tenderers sufficient time to take clarification notes into account when preparing their tenders.

**6. Extension of Deadline for Submission of Tenders**

6.1 The Contracting Authority may, at its own discretion, extend the deadline for submission of tenders by issuing a clarification note in accordance with Clause 4. In such cases, all rights and obligations of the Contracting Authority and the tenderer regarding the original date specified in the contract notice will be subject to the new date.

**7. Commencement Order**

7.1 The duration for this period contract shall be for a period of twelve (12) months or until a maximum value of €6,000 excluding VAT has been reached, whichever ceiling is reached earlier. However, this contract may be extended for a further period of one year at the sole discretion of the MFA and upon satisfactory performance, if the maximum value of €6,000 excluding VAT has not been reached.

**8. Inspection and Testing**

8.1 All flags may be inspected on delivery. Any items that are not to specification or of poor quality and/or may be damaged will be returned or not accepted. Suppliers are to remedy by replacing the item/s within one week. If no replacement is provided, MFA may disqualify this supplier. If the supplier is disqualified the Ministry may revert to the next higher ranking bidder or re-issue the call.

**9. Delivery**

9.1 The Contractor shall bear all risks relating to the goods until provisional acceptance at destination. The supplies shall be packaged so as to prevent their damage or deterioration in transit to their destination.

9.2 Normal delivery is to be affected at the Ministry for Foreign Affairs, Palazzo Parisio, Melita Street, Valletta.

- **Annex I:** Technical Specifications for Car and Desk Flags, Directorate for Protocol and Consular Services, Ministry for Foreign Affairs
- **Annex II:** Graphical Specifications for the National Flag of Malta, Office of the Prime Minister

## **Annex I**

**Technical Specifications for Car and Desk Flags  
Directorate for Protocol and Consular Services, Ministry for Foreign Affairs**

Ministry for Foreign Affairs  
Directorate for Protocol and Consular Services  
Palazzo Parisio, Merchants Street,  
Valletta, Malta

### **TECHNICAL SPECIFICATIONS FOR CAR AND DESK FLAGS**

1. The Directorate for Protocol and Consular Services, Ministry for Foreign Affairs, maintains adequate supply of car and desk national flags. These are used at official state functions such as the holding of official talks, conferences, meetings, press conferences and state ceremonies, including the signing of agreements, conventions and treaties, memoranda of understandings, and exchange of letters and notes. National flags are important state symbols, the manufacture and production of which should be undertaken meticulously, very precise about details. Moreover, the Directorate also keeps flags of international organisations, to which Malta is affiliated as member, such as the United Nations Organisation (UN), the Commonwealth of Nations (Commonwealth), UN Specialised Agencies, the European Union (EU), regional organisations, etc.
2. For the purpose of these technical specifications, (a) the term “manufacturer” denotes the person, including, the legal person, business concern that manufactures goods, in this case, national flags (including car and desk national flags), (b) the term “Ministry” denotes the Ministry for Foreign Affairs of Malta, (c) the term “national flag” denotes a standard made of cloth often attached to a pole or staff, decorated with a design, emblem and symbol pertaining to a nation, an aggregation of people or peoples or a community of persons constituting a State, recognised by the international community of nations, and (d) the term “goods” includes manufactured articles, in this case, national flags.
3. Manufacturers of flags are expected to undertake research on the national flags and flags of international organisations, and to consult the Ministry – the Directorate for Protocol and Consular Services in order to verify and ensure the proper design and details of national flags and flags of international organisations.
4. Flags are to be made of durable and washable cloth material, that should not shrink, disfigure, fade, fray or cause to wear away into tatters or loose threads, as a result of direct or indirect exposure to natural elements and weathering conditions such as rain, wind, sunshine and low and high temperatures. Washable cloth material can be defined as material that should not shrink when washed and that can be placed in a washing machine for a short cycle.
5. Flags are to be made of cloth material that hangs down easily and that can fly easily for full visual effect. Flags should not be stiff, rigid and inflexible. Flags should be made of a material that moves easily and smoothly.

6. Flags should not be made of satin or similar shiny material as they may create a distracting reflection on cameras and for news filming. A sample of the cloth material to be used by the manufacturer of flags should be supplied, prior to production, to the Ministry for its approval.
7. Flags can be embroidered or printed. It is important that flags retain the quality of colour and design. Emblem can be printed with the rest of the flag embroidered. Flags cannot have frilled edges.
8. Flags should be made with a double layer of material, with both sides showing the design flying in its proper direction.
9. Stitching should be used all around the flag. Double stitching throughout is recommended for added strength. Glue or gluing of any part of the flag is forbidden.
10. No grommets should be used on the flags, just clear open-sleeves / hemlines for the poles.
11. The proportions of the flags should be in accordance with International Flag Standards. For example: the Flag of Malta consists of two equal portions of White (along the pole / staff) and Red (fly). The George Cross should be in the correct size, in proportion to the rest of the flag. All other national flags and flags of international organisations are required to hold the correct detail and size of the design in accordance to International Flag Standards.
12. Standard dimensions for all national flags and flags of international organisations and Malta Flag are as follows:  
  
Car Flags  
Width: 30 cm + 2.5 cm sleeve  
Height: 20 cm  
  
Desk Flags  
Width: 23 cm + 2.0 cm sleeve  
Height: 15.5 cm
13. Any inquiries as to these Technical Specifications can be made, in writing, addressed to Director, Protocol and Consular Services, Ministry for Foreign Affairs, Palazzo Parisio, Merchants Street, Valletta, Malta.

## **Annex II**

### **Graphical Specifications for the National Flag of Malta Office of the Prime Minister**



MALTAflag\_Graphical Specs.pdf



**Section B: Offer****Schedule of Prices**

Item	Description	Qty	Unit	Unit Price in € excluding VAT*	Total Price in € excluding VAT*
1	Republic of Malta Desk Flag as per Technical Specifications inclusive of delivery	50	Each		
<b>Grand Total Price in € excluding VAT</b>					

\* Inclusive of Delivery.

VAT Rate (amend rate if necessary)	18%
Number of <b>samples</b> enclosed	
<b>Technical specifications</b> of submitted offer is enclosed	Yes / No
<b>Delivery Period</b> in calendar days	days

**Company Information:**

Full name of company	
Address of Company	
Full name of contact person	
Designation of contact person	
Contact Telephone / Mobile Number	
Email Address	
<b>VAT/ Registration number</b>	

*I hereby confirm that all conditions including the Instructions to Tenderers have been read and understood. I confirm that I oblige self to the said conditions.*

**Signature:** .....

*(the person or persons authorised to sign on behalf of the bidder)*

**Date:** .....

**Section C: Terms and Conditions**

1. You are kindly requested to submit your quote/s for the above item/s. All quotes should include the following information:
  - Full name of company,
  - Address of Company,
  - Full name and Designation of contact person,
  - Contact Telephone Number / Mobile Number,
  - Email Address,
  - VAT number,
  - Date.
2. Quotes are to be submitted in Euro currency.
3. Please note that ALL documents must include the Reference number together with the name of item being requested. In cases, where this information is not included, the Contracting Authority reserves the right NOT to consider you interest to participate.
4. Offers, inclusive of samples, are to be brought by hand, in which case they should be inserted in the Tender Box found at the Directorate Corporate Services, Ministry for Foreign Affairs, Level 4, 331, Allied House, St Paul Street, Valletta. Documents can be brought by hand from Monday to Friday between 8.00 am and 12.00 pm only.
5. Quotes must be valid for a minimum of 90 days.
6. Quotes inclusive of samples are to be submitted, without any commitment on behalf of the government.
7. Given information, specifications and manuals must be in English or Maltese. Tenderers submitting information, specifications and manuals in other languages only will be automatically disqualified. (where applicable)
8. **Delivery costs must be included in all received quotes.**
  - Prices are to include delivery costs. The Bidder is advised to contact Valletta Local Council to familiarise self with any charges, permits and any other obligations that are to be borne by the contractor to effect delivery. The Contracting Authority shall not be charged with any other charges on delivery which were not reflected in the respective bid.

9. The Government reserves the right to:
- purchase different quantities than indicated in Section A Instructions to tenderers from the awarded tender, as long as it does not exceed €6,000 within one year from the date of the first order;
  - impose Penalties if items are not delivered within the time stipulated in the quote submitted by the awarded tenderer, which must never exceed 3 weeks from date of order;
  - purchase a quantity of items on behalf of the awarded tenderer if the awarded tenderer fails to deliver the items within the time stipulated in the quote submitted by the same tenderer, which must never exceed 3 weeks from date of order.
10. Clarifications can be sought up to the deadline indicated in the Instructions to tenderers by sending an email to [procurement.mfa@gov.mt](mailto:procurement.mfa@gov.mt).
11. Tenderers must quote all components of the price inclusive of taxes/charges, and any discounts but exclusive of VAT on the appropriate Schedule of Rates provided in Section B above. It is of the utmost importance to stress that VAT shall be paid in accordance with the applicable VAT Regulations. No offers are accepted if are found not in accordance with or deviate from the original Schedule of Rates provided with this Call. The financial offer will be considered as the total financial cost to the Contracting Authority. Except as may otherwise be provided for in the contract, no payment will be made for items which have not been costed.
12. If the tenderer offers a discount, the discount must be absorbed in the rates of the Schedule of Prices (Section B). The prices for the contract, must include all of the works to be provided. The prices quoted are fixed and not subject to revision or escalation in costs.
13. Items offered that do not conform to specifications will not be considered.
14. Tender will be awarded to the cheapest specifications compliant offer.
15. Please note that it is entirely the Tenderer's responsibility to ascertain that the Quote is received BEFORE the deadline for submission. Thus, the government cannot be held responsible for Quotes which are not recorded on the Schedule of Offers sheet after the opening session because these were received after the expiry of the above deadline.

16. All submissions should be sent either:
  - by handby 10:00am on **Thursday 9<sup>th</sup> July, 2015**
  
17. ANY OFFERS SUBMITTED AFTER THIS DATE AND TIME WILL BE AUTOMATICALLY REJECTED.